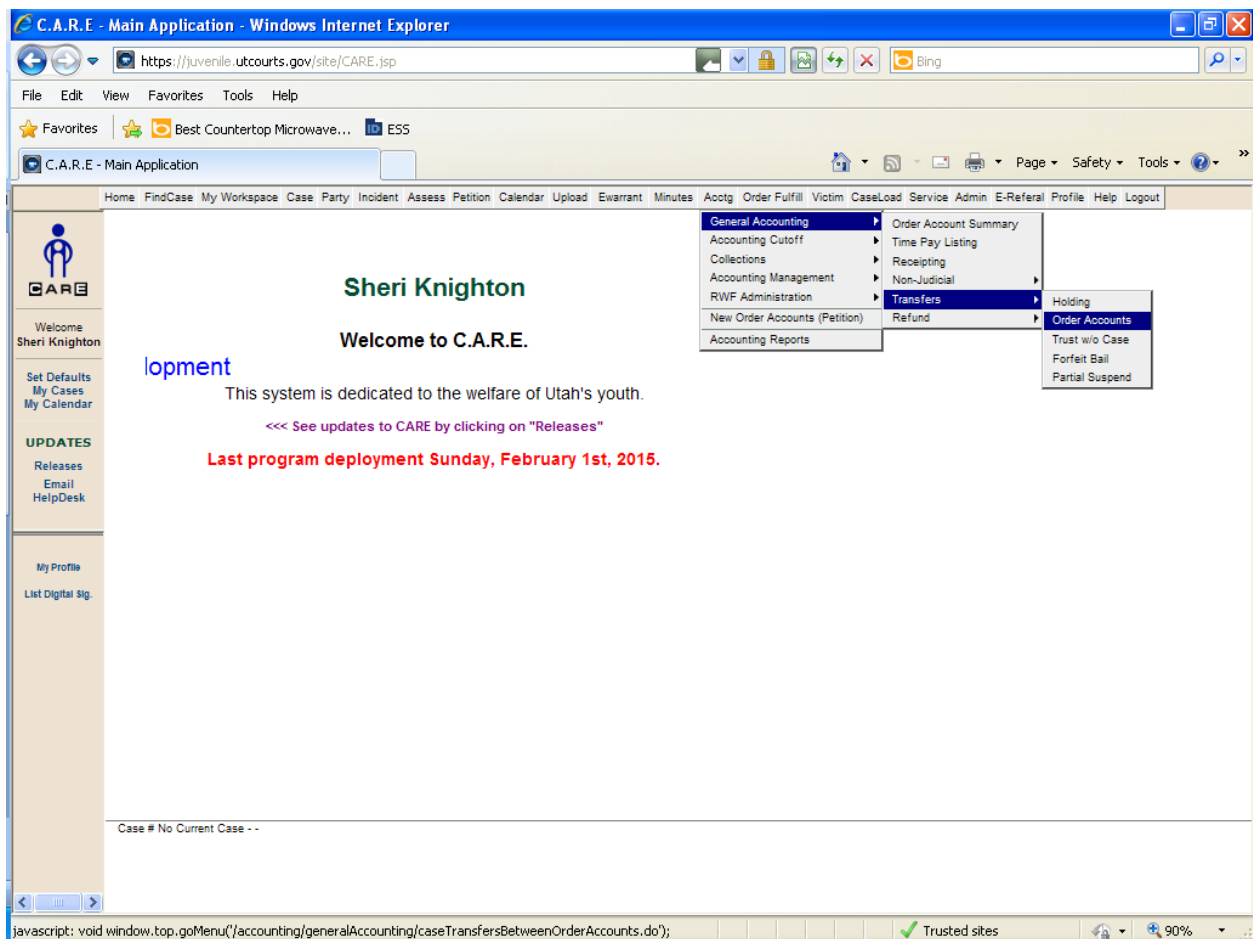


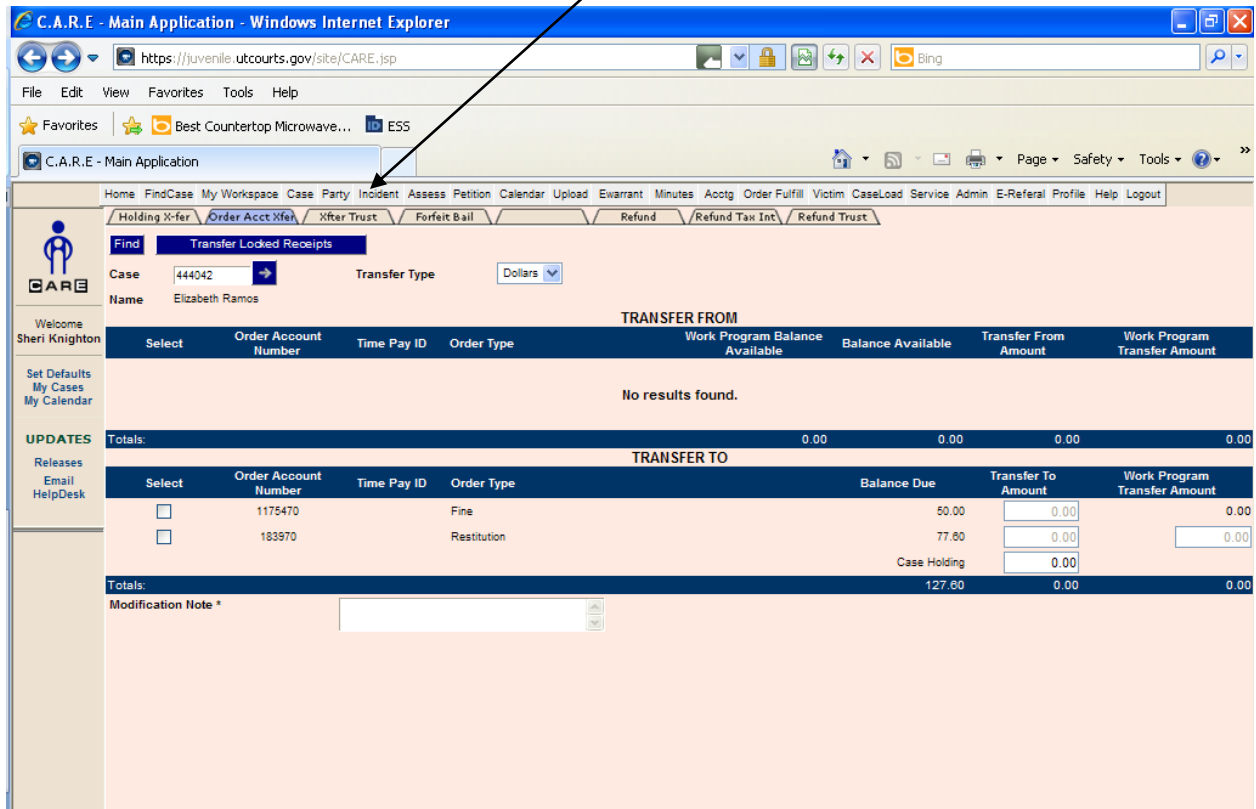
Transfer of Locked Funds

The purpose of this transfer process is in the event that when a credit card payment or a check payment is made and the money was credited toward the wrong order account. Instead of waiting the normal 45 days for a credit card payment or the 21 days for the check payment before transferring money, this will allow you to transfer the money to the correct order account the day after the payment was made. The journal will need to be closed out before you can transfer the money. **(NOTE: Money can only be moved once a day. For instance: if you receive money then you cannot transfer on that day, if you transfer money then it cannot be suspended until the following day)**

Click on the Acctg applet, Transfers, Order Accounts.



You would then click on the button “Transfer Locked Receipts” This will load the payment information.



C.A.R.E. - Main Application - Windows Internet Explorer

https://juvenile.utcourts.gov/site/CARE.jsp

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Find **Transfer Locked Receipts**

Case: 444042 → Transfer Type: Dollars

Name: Elizabeth Ramos

TRANSFER FROM

Select	Order Account Number	Time Pay ID	Order Type	Work Program Balance Available	Balance Available	Transfer From Amount	Work Program Transfer Amount
No results found.							
Totals:					0.00	0.00	0.00

TRANSFER TO

Select	Order Account Number	Time Pay ID	Order Type	Balance Due	Transfer To Amount	Work Program Transfer Amount
<input type="checkbox"/>	1175470		Fine	50.00	0.00	0.00
<input type="checkbox"/>	183970		Restitution	77.80	0.00	0.00
				Case Holding	0.00	
Totals:					127.80	0.00

Modification Note *

Under the “Transfer From” section you will need to click on the box next to the transaction that you want to transfer. CARE will automatically fill in the receipt amount and will not allow you to change it to make sure the full receipt amount is transferred. In the “Transfer To” section you will need to check the boxes that you are transferring the money to and enter the amounts. Make sure you enter a Modification Note explaining why you are transferring the money.

1. Click on the box next to the transaction that you want to transfer from.

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Back to Order Account Transfer

Case Name: 444042 Elizabeth Ramos

TRANSFER FROM						
Select	Transaction ID	Receipt Amount	Time Pay ID	Order Account Number	Order Account Amount	Order Type
<input checked="" type="checkbox"/>	4817237	100.00		1175470	0.20	Fine
				1175470	0.81	Fine
				1175470	1.02	Fine
				1175470	6.08	Fine
				1175468	22.97	Surcharge - 85%
				1175468	68.92	Surcharge - 85%

TRANSFER TO						
Select	Order Account Number	Time Pay ID	Order Type	Balance Due	Transfer To Amount	
<input checked="" type="checkbox"/>	1175470		Fine	58.11	22.40	
<input type="checkbox"/>	1175469		Security Fee	0.00	0.00	
<input type="checkbox"/>	1175468		Surcharge - 85%	91.89	0.00	
<input checked="" type="checkbox"/>	183970		Restitution	77.60	77.60	
			Case Holding		0.00	
Totals:				227.60	100.00	

Modification Note * The payment should have been paid on the restitution and went to the fine.

Transfer

2. Select the order account that you will be transferring the money to. Remember, you will have to disperse the whole amount of the receipt which may include adding money back to the same order account it was transferred from.

4. Make sure you enter the modification note as to why you are making the transfer

3. Enter the amount that you want for that specific order account.

5. Click the transfer button and confirm